

City of Lowell
Job Description
Please Post: July 22, 2016
Deadline: August 5, 2016
Board of Parks Secretary

Job Title: Board of Parks Secretary (2297)
Reports To: Board of Parks
Wage: Board of Parks Stipend \$1,500 annually
Schedule: Meets on the last Wednesday of the Month at 6PM

SUMMARY

Perform clerical duties which include minute taking for the Board of Parks.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Responsible for attending all Board of Parks meetings;
Coordinates, schedules and reports the minutes of all Board meetings and the Board's activities;
Attends other related meetings as assigned by Department Head, Division Head, or designee.

Maintain schedules for BOP related areas. Handle applicants to avoid conflicts and provide field availability as required. Track and post related Field availability.

Complete and post meeting agendas. Send out meeting notifications to all parties. Take and type all minutes and permits as related to BOP meetings. Collect, track, and turn in all related fees.

Learn and manage BOP related websites.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE

Knowledge of supervisory experience principles and practices; Knowledge of routine office practices; Knowledge of procedures for processing and distributing materials; Knowledge of filing and retrieval procedures; Knowledge of spelling; ability to analyze data and other information; Ability to verify and check information; ability to follow directions; Ability to type 30 error free words per minute. Data entry and word processing skills desired.

LANGUAGE SKILLS

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports or correspondence, etc. Ability to effectively present information and respond to questions tactfully from groups of managers, customers, and the general public.

MATHEMATICAL SKILLS

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.

REASONING ABILITY

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally required to stand; walk; sit; use hands to finger, handle, or feel; reach with hands and arms; stoop, kneel, crouch, or crawl; and talk or hear. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally exposed to risk of electrical shock. The noise level in the work environment is usually moderate.

The City of Lowell is a smoke and drug free employer and requires a physical with drug screen and CORI, post offer.

Qualified individuals should send application/resume with cover letter to the Human Relations Office, Mary Callery, HR Director Room 19 - City Hall, Lowell, MA 01852 by 4:00 PM:

Deadline ~August 5, 2016.

Applicants may also send application/resume with cover letter to fax 978-446-7102 or email to cityjobs@lowellma.gov

EOE/AA/504 Employer